


Job Evaluation Rating Document

	<p>Job Title <u>Medical Transcription Coordinator</u></p> <p>Date <u>October, 2000</u></p> <p>Revised Date <u>2004; March 8, 2017</u></p> <p>Revised Date <u>May 16, 2024</u></p>	<p>Code</p> <hr/> <p>146</p>
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<p>Decision Making</p> <p>Coordinates the transcription functions of the department/program. Solutions to software or equipment problems are resolved in accordance with existing procedures, practices.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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<p>Education</p> <p>Grade 12. Medical Administrative Assistant diploma (Saskatoon Business College 1040 hours).</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Experience</p> <p>Twenty-four (24) months previous experience as a Medical Transcriptionist to consolidate knowledge and skills. Twelve (12) months on the job to develop coordination/administrative skills and become familiar with department policies and procedures.</p>	<p>Degree</p> <hr/> <p>6.0</p>
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<p>Independent Judgement</p> <p>Transcription work is performed according to standard practice. Uses judgement when monitoring and assigning transcription duties and staffing issues.</p>	<p>Degree</p> <hr/> <p>3.5</p>
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<p>Working Relationships</p> <p>Has regular contact with physicians requiring tact and discretion when discussing transcription issues. Has contact with vendors regarding equipment problems and makes appropriate recommendations to management.</p>	<p>Degree</p> <hr/> <p>3.0</p>
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Medical Transcription Coordinator

Code

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<p>Impact of Action</p> <p>Misjudgement in prioritization of reports may lead to a delay in service. Inaccurate transcription may affect activities based upon those reports.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Leadership and/or Supervision</p> <p>Provides regular direction to transcriptionists in the department by assigning/organizing work and checking results.</p>	<p>Degree</p> <p><u>4.0</u></p>
<p>Physical Demands</p> <p>Regular physical effort performing transcription requiring accurate coordination of fine movement.</p>	<p>Degree</p> <p><u>2.0</u></p>
<p>Sensory Demands</p> <p>Regular sensory effort listening to dictation with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p><u>2.5</u></p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as multiple deadlines and interruptions.</p>	<p>Degree</p> <p><u>2.0</u></p>